



Shelby County Government

MARK H. LUTTRELL, JR.
MAYOR

September 1, 2016

The Honorable Melvin Burgess, Chairman
Shelby County Board of Commissioners
160 N. Main, Suite 650
Memphis, TN 38103

Dear Chairman Burgess:

Pursuant to the rules and regulations governing the Shelby County Ethics Commission, I hereby nominate Peter Decker, Cynthia Collins, Sanjeev Jayaraman, Steve McCleskey, Julius Anderson, David Brackstone, James Allen, Andre Mathis, and Donn Southern for reappointment and Robert Kurtz, and Na'eem Rashada for appointment.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark H. Luttrell, Jr.", is written over a horizontal line.

Mark H. Luttrell, Jr.
Mayor

MHL/th

Enclosure

Profile

Mrs.	Cynthia		Collins	
Prefix	First Name	Middle Initial	Last Name	Suffix

African American

Ethnicity

Female

Gender

1/6/1962

Date of Birth

Name of Spouse

cjcollins@fedex.com

Email Address

3439 Brooke Edge
Lane

Street Address

Suite or Apt

Collierville

City

TN	38017
State	Postal Code

356-2734

Primary Phone

434-8544

Alternate Phone

Federal Express Corporation

Employer

3620 Hacks Cross
Road

Employer Address

TN

Employer City

Memphis

Employer State

38125

Employer Zip

Education

Which Boards would you like to apply for?

Ethics Commission

How many years have you been a resident of Shelby County?

Have you ever been convicted of a felony?

☐ Yes ☐ No

Do you give Shelby County Government authorization to request that the Shelby County Sheriff's Department perform a background check?

☐ Yes ☐ No

Do you also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed?

☐ Yes ☐ No

List any affiliation or ownership interest you have in any business, corporation or partnership and if such business contracts with or sells products or services to Shelby County Government.

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Additional Comments

Signature

Date

Resolution #26 Questionnaire

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

List below any of the aforementioned clubs of which you belong that do not have female members.

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g. African American, Hispanic, Asian).

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

☐ Yes ☐ No

Signature

Date

Gratuity Questionnaire

Date of Gratuity

Nature and Purpose of the Gratuity

Name of the Official, Employee, Appointee or Family
Member who received the gratuity

Name of the person or entity that provided the gratuity

Address of the person or entity that provided the gratuity

Description of the gratuity

Cost of the Gratuity (If cost is unknown and not
reasonably discernible by the person giving the gratuity,
then the person giving the gratuity shall report a good
faith estimate of the cost of the gratuity).

The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and I affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including their spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

☒ Yes ☐ No

Signature

Date

Resume

Please upload a file

Profile

Hon.	James		Allen	
Prefix	First Name	Middle Initial	Last Name	Suffix

Caucasian/Non-Hispanic

Ethnicity

Male

Gender

05/10/1935

Date of Birth

Charlene

Name of Spouse

jallensr@comcast.net

Email Address

75 E. Goodwyn St

Street Address

Suite or Apt

Memphis

City

TN

State

38111

Postal Code

Home: (901) 327-9310

Primary Phone

Mobile: (901) 359-3444

Alternate Phone

Retired

Employer

Employer Address

Employer City

Employer State

Employer Zip

Education

Which Boards would you like to apply for?

Ethics Commission

81

How many years have you been a resident of Shelby County?

Have you ever been convicted of a felony?

☐ Yes ☒ No

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☒ Yes ☐ No

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☒ Yes ☐ No

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none

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none

Additional Comments

James H. Allen

Signature

05/18/2016

Date

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none

List below any of the aforementioned clubs of which you belong that do not have female members.

none

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none

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

☐ Yes ☒ No

James H. Allen

Signature

05/18/2016

Date

Gratuity Questionnaire

none

Date of Gratuity

Nature and Purpose of the Gratuity

none

none

Name of the Official, Employee, Appointee or
Family Member who received the gratuity

none

Name of the person or entity that provided the
gratuity

Address of the person or entity that provided the gratuity

none

Description of the gratuity

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☒ Yes ☐ No

James H. Allen
Signature

05/18/2016
Date

Resume

Please upload a file

Profile

Mr.	Andre		Mathis	
Prefix	First Name	Middle Initial	Last Name	Suffix

African American

Ethnicity

Male

Gender

12/24/1980

Date of Birth

Name of Spouse

amathis@glankler.com

Email Address

6685 Vinings Creek Cove**West**

Street Address

Suite or Apt

Memphis

City

TN

State

38119

Postal Code

755-2929

Primary Phone

576-1848

Alternate Phone

Glankler Brown, PLLC

Employer

6000 Poplar Ave., Suite**400**

Employer Address

TN

Employer City

Memphis

Employer State

38119

Employer Zip

Education

Which Boards would you like to apply for?

Ethics Commission

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☐ Yes ☐ No

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Signature

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☒ Yes ☐ No

Signature

Date

Resume

Please upload a file

Profile

Mr	Julius	K	Anderson	
Prefix	First Name	Middle Initial	Last Name	Suffix

African American

Ethnicity

Male

Gender

05/15/1977

Date of Birth

Name of Spouse

julius.anderson@tn.gov

Email Address

2103 Seven Oaks Drive

Street Address

Suite or Apt

Memphis

City

TN

State

38116

Postal Code

Mobile: (901) 240-1080

Primary Phone

Home:

Alternate Phone

State of TN (Dept of Human
Services)

Employer

1991 Corportate Avenue

Employer Address

Memphis

Employer City

Tennessee

Employer State

38132

Employer Zip

Education

Which Boards would you like to apply for?

Ethics Commission

39

How many years have you been a resident of Shelby County?

Have you ever been convicted of a felony?

☐ Yes ☒ No

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N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Additional Comments

Julius Anderson

Signature

05/20/2016

Date

Resolution #26 Questionnaire

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N/A

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N/A

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N/A

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

☐ Yes ☒ No

Julius Anderson
Signature

05/20/2016
Date

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N/A
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☒ Yes ☐ No

Julius Anderson

Signature

05/20/2016

Date

Resume

Resume as of 04-08-13.docx

Please upload a file

Profile

Mr.	Sanjeev		Jayaraman	
Prefix	First Name	Middle Initial	Last Name	Suffix

Asian or Pacific
Islander
Ethnicity

Male
Gender

10/12/1987
Date of Birth

Name of Spouse

jay.jayaraman@gmail.com
Email Address

3483 Highland Park
Place
Street Address

Suite or Apt

Memphis
City

TN
State

38111
Postal Code

917-684-5235
Primary Phone

Alternate Phone

Student at U of
M
Employer

Employer Address

Employer City

Employer State

Employer Zip

Education

Which Boards would you like to apply for?

Ethics Commission

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☒ Yes ☐ No

Signature

Date

Resume

Please upload a file

Profile

Prefix	Robert	Q	Kurtz	
	First Name	Middle Initial	Last Name	Suffix

Caucasian/Non-Hispanic

Ethnicity

Male

Gender

09/10/1975

Date of Birth

Kristin Kurtz

Name of Spouse

quinn.kurtz@gmail.com

Email Address

760 Harbor Bend Rd.

Street Address

#202

Suite or Apt

Memphis

City

TN

State

38103

Postal Code

Mobile: (301) 922-9612

Primary Phone

Home:

Alternate Phone

Self-employed

Employer

Employer Address

Employer City

Employer State

Employer Zip

Education

Washington and Lee University, School of Law, Lexington, Virginia Juris Doctor – May 2005. Lehigh University, Bethlehem, Pennsylvania Bachelor of Arts, with honors – May 2000. History major, minor concentrations in East Asian Studies and Molecular Biology.

Which Boards would you like to apply for?

Ethics Commission

5

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None

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None

Additional Comments

R. Quinn Kurtz

Signature

06/10/2016

Date

Resolution #26 Questionnaire

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None

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None

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g. African American, Hispanic, Asian).

None

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

☐ Yes ☒ No

R. Quinn Kurtz

Signature

06/10/2016

Date

Gratuity Questionnaire

00/00/0000

Date of Gratuity

Nature and Purpose of the Gratuity

n/a

n/a

Name of the Official, Employee, Appointee or
Family Member who received the gratuity

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gratuity

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☒ Yes ☐ No

R. Quinn Kurtz

Signature

06/10/2016

Date

Resume

Quinn.Kurtz.Resume.doc

Please upload a file

CYNTHIA J. COLLINS

3439 Brooke Edge Lane, Collierville, Tennessee 38017
901.850.0808 (h) / 901.496.2072 (c)

EXPERIENCE

2001 - Present Federal Express Corporation Memphis, TN
Managing Director

- Handle high profile cases including class actions and governmental investigations
- Manage a team of lawyers, paralegals and secretaries who handle employment litigation, commercial litigation, class actions, contract disputes, ERISA matters and administrative proceedings
- Regularly communicate with senior management regarding status of cases, liability assessment and litigation prevention

1999-2001 Federal Express Corporation Memphis, TN
Managing Attorney

- Handled high profile cases including class actions and governmental investigations
- Managed a team of lawyers, paralegals and secretaries who handled commercial litigation, contract disputes and administrative proceedings
- Regularly communicated with senior management regarding status of cases, liability assessment and litigation prevention

1996-1999 Federal Express Corporation Memphis, TN
Senior Attorney

- Handled extensive litigation caseload involving a variety of legal issues including commercial disputes, class actions, and contract cases pending in state and federal courts throughout the United States
- Provided legal advice to various FedEx departments
- Responsibilities included trials, appellate arguments, motion practice, and depositions
- Performed management duties as requested

1993-1996 Federal Express Corporation Memphis, TN
Staff Attorney

- Handled extensive litigation caseload on a variety of legal issues including commercial disputes, and contract cases pending in state and federal courts throughout the United States
- Provided legal advice to various FedEx departments

1989-1993 United States Attorney's Office Memphis, TN
Assistant United States Attorney

- Prosecuted criminal cases
- Extensive appellate practice

1988-1989 United States Courts Little Rock, AR
Law Clerk

- Researched law and drafted judicial opinions

1985-1988 Mitchell, Williams, Selig and Tucker Little Rock, AR
Associate Attorney

- Practiced law in the areas of Contracts, Real Estate, Banking, Insurance, Litigation, and Probate

EDUCATION

1982-1985 UALR School of Law Little Rock, AR

- Juris Doctorate
- Fellow, Rockefeller Foundation
- Top Paper:, Civil Procedure, Administrative Law

1978-1982 Oral Roberts University Tulsa, OK

- BS, Business Administration
- NACCP Scholar

ACTIVITIES/MEMBERSHIPS

- National Bar Association
- Federal Bar Association

PERSONAL

Married (Keith) with two children (Sonia and Keith II)

REFERENCES

Available upon request

resume for full consideration by Mayor Luttrell.

From: James H. Allen [mailto:jallensr@comcast.net]
Sent: Sat 10/23/2010 8:05 AM
To: Lewis, Paula
Subject: volunteers for boards

My name is James H. Allen (age 75). I live at 75 E. Goodwyn St., Memphis, TN. 38111. Phone number is 327-9310, and e-mail address is jallensr@comcast.net. I am a retired U. S. Magistrate Judge and a Master Gardener.

In response to the article in the Friday Commercial Appeal, I would like to volunteer to serve on the following Commissions: (1) Ethics Commission;

Jim Allen

10/25/2010

ANDRE B. MATHIS

6685 Vinings Creek Cove West
Memphis, TN 38119
(901) 340-5815
amathis@glankler.com

PROFESSIONAL EXPERIENCE:

Glankler Brown, PLLC

August 2007-present

Memphis, TN

Attorney: I concentrate my practice in the areas of employment law, civil/commercial litigation and white collar criminal litigation/investigation. I have represented clients, including businesses and municipalities, in various aspects of employment law, including discrimination litigation and contractual disputes. I have also assisted in the counseling of employers designed to ensure compliance with federal laws and regulations, including counseling on issues related to Title VII, the Fair Labor Standards Act, USERRA, and other laws. My civil/commercial practice also includes the representation of private clients and municipal entities in disputes involving construction, insurance coverage, personal injury (premises liability, transportation litigation, etc.), municipal law, and contractual disputes. In addition, I represent clients charged with various criminal offenses in state and federal court.

HONORS

- Tennessee Bar Association's 2014 Leadership Law Program
- Top 40 under 40, Memphis Business Journal (2010)
- Outstanding Associate, Leo Bearman Sr. Chapter of American Inn of Court (2011)
- Alumnus of the Year, Boys and Girls Clubs of Greater Memphis (2011)

PROFESSIONAL/CIVIC/CHARITABLE ORGANIZATIONS

- Board of Directors, Memphis Bar Association, 2014-present
- Board of Directors, Downtown Porter Boys & Girls Club, 2008-present
- Board of Directors, Southside Boys & Girls Club, 2006-2008
- Law Alumni Board, University of Memphis, Cecil C. Humphreys School of Law, 2010-present
- Former President, National Bar Association, Ben F. Jones Chapter
- Leo Bearman, Sr. Chapter of American Inn of Court
- Magistrate Judge Reappointment Panel
- Coach, Frederick Douglass Moot Court Team, University of Memphis School of Law, 2008-present
- Tennessee Bar Foundation, IOLTA Grant Review Committee, 2009-2011
- American Bar Association
- Tennessee Bar Association
- Chairman-Diversity Outreach/Recruitment Event-University of Memphis School of Law
-

EDUCATION:

The University of Memphis, Cecil C. Humphreys School of Law
Juris Doctor, Cum Laude

Memphis, TN
May 2007

Honors: Who's Who Among Students in American Colleges and Universities
 Recipient, William Leech Memorial Scholarship
 Recipient, Evans & Petree Law Firm Scholarship
 Recipient, Dean's Pro Bono Service Award
 Recipient, Dean's Distinguished Service Award

Activities: Associate Editor, The University of Memphis Law Review
Member, The Moot Court Board
Vice President and Treasurer, Black Law Students Association

The University of Memphis,
Bachelor of Arts,
Honors: Dean's List: 2002-2003

Memphis, TN
August 2003

REPRESENTATIVE MATTERS:

- Obtained successful federal court jury verdict in employment retaliation lawsuit
- Obtained judgment awarding compensatory and punitive damages and attorney's fees after bench trial for breach of contract, violation of Tennessee Consumer Protection Act, and conversion
- Obtained summary judgment for television manufacturer in breach of warranty lawsuit
- Obtained summary judgment for insurer in insurance coverage dispute
- Obtained summary judgment in breach of contract lawsuit
- Obtained dismissal of municipal entity in a breach of contract and breach of good faith and fair dealing lawsuit
- Granted directed verdict in trial on breach of bailment and conversion
- Represented beverage distributor in grand jury investigation; no charges filed
- Obtained not guilty verdict for an individual charged with aggravated robbery

PROFESSIONAL LICENSES AND ADMISSIONS

Admitted to Practice in:

- Tennessee
- Arkansas
- Mississippi
- United States District Court for the Western District of Tennessee
- United States Court of Appeals—Sixth Circuit and D.C. Circuit

PUBLICATIONS:

Note, *A Critical Analysis of Actual Innocence After House v. Bell: Has the Riddle of Actual Innocence Finally Been Solved?*, 37 U. MEM. L. REV. 813 (2007).

Comment, *State v. Sawyer: Tennessee Supreme Court Holds That A Police Officer Cannot Read an Affidavit to a Person in Custody Without Giving Miranda Warnings*," 36 U. Mem. L. Rev. 1171 (2006).

Julius Anderson
2103 Seven Oaks Drive, Memphis, TN
901-240-1080
Julius.Anderson@tn.gov

CUSTOMER SERVICE PROFESSIONAL

Profile

More than 8 years' successful experience in customer service and support with recognized strengths in problem-solving and trouble-shooting.

1. Possess solid computer skills.
2. Ability to train, motivate, and supervise customer service employees.
3. A team player, acknowledged as "Total Quality Customer Service Professional."

Synopsis of Achievements

Achieved special recognition in call clarity and case processing.

1. Recognized for outstanding customer focused.
2. Proactive planning led to notable increase in morale.
3. Created customer satisfaction survey to help improve service level.

Employment

Department of Human Services , Memphis, TN

***2005 -
Present***

Eligibility Counselor (I and II)

1. Work with all 95 counties for Human Services caseload. This includes SNAP, TANF, Medicaid, and Child Support.
1. Acts as a liaison between the public and the county offices.
2. Streamlining customer focus for the entire department.
3. Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service.

Kroger (Delta Region), Memphis, TN

***2011-
Present***

Front End Supervisor (Cashier)

1. Supervising work flow on the front end
2. Answering questions regarding specific items and making purchasing recommendations.
3. Recognized for outstanding improvement of performance
4. Recognized for anticipating customer's needs and wants

Education

Christian Brothers University, Memphis, TN
Bachelor's of Science, Economics/Finance

2001

References Furnished Upon Request

SANJEEV K. JAYARAMAN

44 NORTH SECOND STREET, SUITE 600
MEMPHIS, TENNESSEE 38103
(917) 684-5235
JAY@JAYARAMAN.COM

APRIL 16, 2016

EDUCATION

CECIL C. HUMPHREYS SCHOOL OF LAW, UNIVERSITY OF MEMPHIS

J.D./M.A. CANDIDATE, CLASS OF 2017 | J.D. GPA: 3.17 | M.A. GPA: 4.00

HONORS: Memphis Law Review Award for Excellence in Legal Writing: Best 1L Memorandum
Dean's Award for Excellence: Best Section Memorandum
CALI Excellence for the Future Award: Legislation
Memphis Access & Diversity Scholarship
Political Science J.D./M.A. Dual Degree Program

ACTIVITIES: International Law Students Association, Executive Board
Hispanic Law Students Association, Executive Board
National Black Law Students Association
American Bar Association, Student Member

UNIVERSITY OF MEMPHIS

B.A., CUM LAUDE, IN POLITICAL SCIENCE | CLASS OF 2014 | B.A. GPA: 3.37

HONORS: Dean's List
Presidential Scholarship
Accelerated Political Science B.A./M.A. Dual Degree Program

ACTIVITIES: University of Memphis Collegiate Go League, Founder / President

EXPERIENCE

SHELBY COUNTY ETHICS COMMISSION

ETHICS COMMISSIONER | MARCH 2014 – PRESENT | MEMPHIS, TN

Appointed by the Mayor of Shelby County to the oversight body tasked with adjudicating allegations of ethical impropriety made against county government officials. Duties on Public Education Committee include educating the public and county employees about the role of ethics in good governance. Youngest sitting member on the commission.

CONFUCIUS INSTITUTE, UNIVERSITY OF MEMPHIS

STUDENT INSTRUCTOR | AUGUST 2013 – APRIL 2014 | MEMPHIS, TN

Assisted in developing curriculum for the CIUM/Shelby County Schools K-12 Chinese language and culture enrichment program. Served as the head instructor of the Go/Wei Qi initiative. Maintained official website and created press releases.

UNITED STATES MARINE CORPS

SERGEANT | HEADQUARTERS & HEADQUARTERS SQUADRON, MARINE CORPS AIR STATION MIRAMAR | SEPTEMBER 2008 – JUNE 2012 | SAN DIEGO, CA

Personnel and payroll administrator. Served as Non-Commissioned Officer-In-Charge of Deployments Section and Inbound Section. Liaison to units and individuals deployed in support of Operation Iraqi Freedom and Operation Enduring Freedom. Oversaw numerous special projects, including the creation of a unit-wide MS Sharepoint database. Successfully processed over \$2.3 million in individual entitlement payouts. Selected to represent Third Marine Aircraft Wing at two national conferences on reservist administration issues.

LAW OFFICES OF JAYARAMAN AND GOWDA

OFFICE ASSISTANT | JUNE 2006 – AUGUST 2007 | NEW YORK CITY, NY

Responsible for office management and day-to-day clerical duties, including client scheduling and correspondence.

ENGAGEMENT

ABA NATIONAL SECURITY LAW FORUM

LAW STUDENT VOLUNTEER | NOVEMBER 2014 | WASHINGTON, D.C.

Oversaw the documentation of required annual legal training for practitioners in the field of national security law at this event hosted by the American Bar Association in Washington, D.C.

SHELBY COUNTY YOUNG PROFESSIONALS COUNCIL

MEMBER | JUNE 2013 – PRESENT | MEMPHIS, TN

Joined this local organization dedicated to community enrichment and the development of local students, veterans, and businesspeople in civic service.

UNIVERSITY OF MEMPHIS COLLEGIATE GO LEAGUE

FOUNDER/PRESIDENT | SPRING 2013 | MEMPHIS, TN

Established this student organization dedicated to bringing the 4000 year-old Chinese strategy game of Go to a wider audience, both on-campus and in the greater Memphis community.

DEMOCRATIC RESOURCE CENTER

OUTREACH COORDINATOR | JUNE 2012 – SEPTEMBER 2012 | MEMPHIS, TN

Oversaw 20 volunteers in conducting a city-wide voter registration and issue education program.

CORPORALS' COURSE, STAFF NON-COMMISSIONED OFFICERS ACADEMY

CANDIDATE | JULY 2010 | MCAS MIRAMAR

This month-long seminar was focused on teaching participants the skills, core values, and mindset necessary for intelligent leadership and effective management. Achieved highest grade point average in the course.

DISTINCTIONS

CALI EXCELLENCE FOR THE FUTURE AWARD : LEGISLATION

CECIL C. HUMPHREYS SCHOOL OF LAW & THE CENTER FOR COMPUTER-ASSISTED LEGAL INSTRUCTION | JANUARY 2016

Awarded in recognition of earning the highest grade point average in the law school's Fall 2015 Legislation course.

UNIVERSITY OF MEMPHIS LAW REVIEW AWARD FOR EXCELLENCE IN LEGAL WRITING

UNIVERSITY OF MEMPHIS LAW REVIEW | JANUARY 2015

Selected by the University of Memphis Law Review editorial staff as the best overall first-year legal memorandum in the Class of 2017 on the topic of the doctrine of contractual unconscionability.

DEAN'S AWARD FOR EXCELLENCE: BEST SECTION MEMORANDUM

CECIL C. HUMPHREYS SCHOOL OF LAW | DECEMBER 2014

Awarded for writing the highest-graded legal memorandum in the Fall 2014 Legal Methods seminar.

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

DEPARTMENT OF THE NAVY | MAY 2012

In recognition of professional achievement and dedication to duty while serving as Non-Commissioned Officer-In-Charge of the IPAC Inbound Section aboard MCAS Miramar.

CERTIFICATE OF COMMENDATION

UNITED STATES MARINE CORPS | MARCH 2012

Selected as the first-place entry in a military history essay competition on the history of minorities and women in the U.S. armed forces.

NATIONAL MERIT SEMIFINALIST

WHITE STATION HIGH SCHOOL | SEPTEMBER 2006

One of 16,000 semifinalists nationwide, out of roughly 1.3 million applicants.

CERTIFICATIONS

MICROSOFT SHARE POINT SITE OWNER COURSE

MARCH 2012

Level 4, Advanced Proficiency

LEAN SIX SIGMA

MARCH 2012

Yellow Belt Certified

SECRET CLEARANCE

MAY 2009

Eligibility Expires: May 2018

REFERENCES

MR. CHASE MADAR

CIVIL RIGHTS ATTORNEY, AUTHOR & JOURNALIST

CHASE.MADAR@GMAIL.COM

MRS. CATHERINE H. SKEFOS

CURATOR OF THE U.S. SUPREME COURT (1973-1976) & FOUNDING MEMBER OF SUPREME COURT HISTORICAL SOCIETY

CATHE.SKEFOS@GMAIL.COM

R. Quinn Kurtz

760 Harbor Bend Rd., #202, Memphis, TN 38103

E-mail: Quinn.Kurtz@gmail.com

Telephone: 301.922.9612

PROFESSIONAL EXPERIENCE

FedEx Express Corporation/Counsel On Call – Memphis, TN **2012 - 2015**

Team Leader/ Contract Attorney

- Team leader of contract attorneys conducting extensive review of documents in response to criminal investigation with a potential penalty of \$1.6 billion. Research relevant case law, legislative history, and prepare memoranda for in-house counsel.

Maple Life Financial – Bethesda, MD

2011

Regulatory Compliance Officer

- Ensured that viatical/life settlement provider complied with laws of 48 jurisdictions where transacting business. Drafted responses to States' comments on contract proposals controlled by regulation. Drafted plan for outreach to federal and state government stakeholders to emphasize benefits of viatical/life settlements to citizenry.
- Developed regulatory due diligence process for portfolio closing review by institutional investors.
- Redefined process of contract generation and streamlined jurisdiction customization from seven business days down to two.

Burt, Staples & Maner, LLP – Washington, D.C. **2007 –2010**

International Tax Compliance Analyst

- Conducted extensive onsite review of major international banks' records to determine compliance with Internal Revenue Service regulations on back-up withholding. Advised client banks on proper methods to document account holders to ensure legal compliance.
- Enabled banks to clear several hundred million dollars of back-up tax withholding exposure by working with institutional clients to properly document accounts.

The World Bank, The Department of Institutional Integrity – Washington, D.C. **2007**

Policy Advisor/Independent Contractor

- Drafted memoranda regarding corruption in borrower country's National AIDS Control Project. Investigated malfeasance complaints against the borrower country, as well as state, local, and community-based organizations. Drafted recommendations for future HIV/AIDS prevention projects to reduce the opportunities for corruption by increasing vertical and horizontal transparency and accountability.
- Prepared documents for debarment proceedings against partner businesses in several countries, due to suspected fraud and corruption.

Department of Homeland Security – Washington, D.C. **2006 –2007**

Presidential Management Fellow – Prestigious fellowship for recent graduate students who wish to enter public service. Appointment made after nomination by school and rigorous selection process. Fellows then rotate through Executive Branch offices.

Screening Coordination Office

- Organized Governance Board meetings and led working group meetings that created the DHS Traveler Redress Inquiry Program (DHS TRIP).
- Managed the communications strategy regarding DHS TRIP. Met with private sector stakeholders to discuss the effects and efficacy of the redress process, the use of personally identifiable information, and

the intersection with both the travel industry and businesses in general. Drafted the DHS Trip Privacy Impact Assessment.

- Managed aspects of the Western Hemisphere Travel Initiative (WHTI) pilot program with Washington State to use an enhanced drivers license as a border travel document.
- Aided in drafting the REAL ID Notice of Proposed Rulemaking in coordination with the interagency policy group, including the Departments of Justice and Transportation. Monitored and coordinated the REAL ID requirements with those of the WHTI travel documents.

Office for Civil Rights and Civil Liberties

- Initiated the effort to implement the one-stop traveler redress aspect of the Rice-Chertoff Secure Borders, Open Doors Initiative.
- Advised senior policy makers on the Pandemic Influenza Plan to respond to the threat of H5N1. Resolved Constitutional issues concerning U.S. citizens' right to travel during a pandemic.
- Reviewed all legislation, testimony, and questions for the record that affected DHS and the Office for Civil Rights and Civil Liberties, in particular Comprehensive Immigration Reform.
- Represented the Office at the Homeland Security Data Privacy and Integrity Advisory Committee conferences, the REAL ID working group, the White House Biometric subworking group, the Temporary Worker Program working group, and the Tiger Team for Comprehensive Immigration Reform.

Intern, Office for Civil Rights and Civil Liberties

Summer, 2004

- Drafted legal and policy memoranda regarding the Expedited Removal Program rolled-out by Immigration and Customs Enforcement in August 2004. Drafted text for webcast directed to the Colonias border communities and legal.

Loudoun County Attorney's Office – Leesburg, Virginia

Summer, 2003

Intern

- Drafted and submitted to the Supreme Court of Virginia a successful Motion to Dismiss a correctional facility inmate's administrative due process claim; a contract between the County and a private museum regarding the resale of County merchandise; and a legal memorandum regarding Dulles Toll Road's property tax liability. Assisted County Attorney in discovery phase of Dulles Toll Road litigation.

Skadden, Arps, Slate, Meagher & Flom, LLP – Washington, D.C.

2001 – 2002

International Trade Legal Assistant

- Cite-checked, proofed, and filed various documents at the Department of Commerce regarding foreign steel imports on behalf of the domestic steel industry. Assisted in litigation before the Court of International Trade, the International Trade Commission, and the Court of Appeals for the Federal Circuit regarding same. Aided in drafting of petition for Presidential tariffs on foreign steel imports.

EDUCATION

Washington and Lee University, School of Law, Lexington, Virginia

Juris Doctor – May 2005.

Lehigh University, Bethlehem, Pennsylvania

Bachelor of Arts, with honors – May 2000.

History major, minor concentrations in East Asian Studies and Molecular Biology.